

CITY MANAGER'S REPORT TO CITY COUNCIL JULY 2010



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Adaptive Reuse of the Former Church – Reviewed and confirmed space needs/allocations with the Circuit Court, Combined Court, Circuit Court Clerk, Court Services, Sheriff, Commonwealth Attorney and Community Corrections.

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – project received approval of allocation by Tri-Cities Area MPO. Finalizing 100% plan submittal for submission to VDOT.

Signal Coordination UPC 77600 – CMAQ Program - Contractor has been issued a Notice to Proceed. Contractor begun construction.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Final design in progress. Scheduled for presentation to Council during September meeting.

Boulevard/Dupuy Modernization (Widening) Project – NEPA Categorical Exclusion and Section 4f evaluation approved by FHWA. NHPA Section 106 MOA executed by multiple agencies. Final public meeting scheduled for August 12, 2010.

Safe Routes to Schools – Revised design in response to citizen and Council comments. Scheduled for presentation to Council during September meeting.

Asphalt Concrete Pavement Maintenance/Preservation-Sherwood Hills (Summer 2010) - Work has been substantially completed. Punch List has been prepared and is being addressed by the contractor.

American Reinvestment and Recovery Act (ARRA) Resurfacing - Work is approximately 100% complete. Have received additional funding for additional work location of Southpark Circle. In the process of executing a work order and scheduling the work with Blakemore.

Windsor Ave. Water and Sewer Replacement – Construction is substantially complete. Punch List has been prepared and is being addressed by the contractor.

B. Economic Development Projects (under construction)

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) – End of One-year maintenance inspection has been completed and punch list forwarded to developer for completion.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

B. Economic Development Projects (under construction)(continued)

Colonial Heights Surgery Center 930 South Ave. Suite 2 – End of One-year maintenance inspection has been completed and punch list forwarded to developer for completion.

Gill's Point Section 9 – Grading work and placement of stone base along new roadways is in-progress. Placement of asphalt base and surface mix scheduled upon completion of stone base. Fencing around storm water basin has been completed. Erosion and Sediment Control measures are being properly maintained.

Value Place Hotel Parking Lot Addition - Plans have been approved and awaiting Land disturbance permit issuance.

C. Economic Development Projects (under review)

Old Town Creek Center (formerly A.B. Cook Farm Phase I) – This project consists of constructing two general retail single story buildings. The Construction plans have been reviewed and comments have been forwarded for further revisions.

North Riverview Commercial Center Phase I (Patient First) – Construction plans have been reviewed and comments forwarded for further revisions.

Lakeview Elementary School Addition– Construction plans have been reviewed and comments forwarded for further revisions.

Cookout Restaurant – This project consists of constructing a Drive-Thru Restaurant adjacent to the new Walgreens site on the Boulevard. Preliminary plan of development was approved at the July Planning Commission meeting (pending engineering requirements). Construction plans have been received and are currently under review.

The following private development projects are currently **active** within the review process:

- North Riverview Commercial Center Subdivision Plat.
- Old Town Creek Center (formerly A.B. Cook Farm – Phase I)
- Southlake III
- Lakeview Elementary School Addition
- Mount Pleasant Acres – Section 2
- North Riverview Commercial Center (Patient First)
- Cookout Restaurant

The following private development projects are currently **inactive** within the review process:

- Office Depot
- Mallard Cove Section 3
- The Tanning Club Entrance Relocation
- Target Expansion
- Resubdivision of Mount Pleasant Acres, Blocks J, G, and M
- J. S. Wood Builder, Motel addition
- Ashton Car Wash (behind Sonic)
- Roslyn Farm Corporate Office
- Resubdivision of Lot 21, Blk. A, Mt. Pleasant Acres

Right-of-way Permits:

- Issued one (1) permits
- Closed out seven (7) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Three (3) fence permits issued.

2. Six (6) sign permits issued:

- ☆ United Smiles – 723 Southpark Boulevard
- ☆ Angel DeSouza Dance Studio – 2108 Boulevard
- ☆ Tri-City Surf & Turf – 3411 Boulevard
- ☆ Sarek Autoworks Inc. – 119 Boulevard
- ☆ Venus DeMilo Restaurant – 3635 Boulevard
- ☆ Sams Club – 735 Southpark Boulevard

3. Neighborhood Revitalization:

a. July Activities:

Repairs Completed - \$37,736

- ☆ \$1,325 plumbing repairs, toilet, kitchen sink, shower drain, grab bars
- ☆ \$1,700 flooring repair, porch structure repair, ceiling repair
- ☆ \$1,120 metal roof repair
- ☆ \$1,110 metal roof repair
- ☆ \$1,075 metal roof repair
- ☆ \$925 metal roof repair
- ☆ \$650 shingle roof repair
- ☆ \$1,050 metal roof repair
- ☆ \$3,623 handicap access ramp, porch post and rails replaced
- ☆ \$1,200 porch railing replacement
- ☆ \$2,050 porch railing replacement, brick steps repair, gutter replacement
- ☆ \$1,800 water line and water heater replacement, drain repair
- ☆ \$6,720 structural flooring, cabinets, ceiling and door repair
- ☆ \$600 electrical repair
- ☆ \$200 plumbing drain cleaning
- ☆ \$825 tub cut
- ☆ \$825 tub cut
- ☆ \$3,565 handicap access ramp and tub cut
- ☆ \$4,852 foundation repair
- ☆ \$2,521 floor structure repair

Repairs Underway -

- ☆ Roof, accessibility

Out for Bid

- ☆ Plumbing repairs

b. 2008-09 CDBG Stimulus Grant - \$23,510

- ☆ \$23,510 expended to Citywide emergency repair activities

c. 2009-2010 CDBG Home Repair Grant - \$87,560

- ☆ \$70,000 committed to emergency repair projects.

d. 2010-2011 CDBG Action Plan for \$94,232 entitlement award submitted to HUD

- ☆ RFP for subgrantee assistance received – 2 responses, reviewed – working on contract.

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

e. Violet Bank District Inspections Schedule:

- ☆ An increase in the level of complaints and infractions in the four inspection areas brought the inspectors into the Violet Bank-Flora Hill District on a more frequent basis than the regular inspections schedule. Because of the increase in enforcement activity there was not one inspection route on a single day that represents these activities. Please refer to property maintenance inspector and building inspector reports for detailed citation data.

f. Rental Inspection Program:

- ☆ The Rental Inspection Program was completed in the month of May and the final numbers were included in June's Monthly Report. The districts that were completed are Westover, Snead and Toll House. The Director of Planning has prepared a final report for Council's future consideration, including recommendations for future districts.

4. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	14	86
Violations	10	64
Violations resolved	6	59

b. Zoning

	Month	YTD
Total inspections	8	45
Violations	8	39
Violations resolved	0	31

c. Building Code

	Month	YTD
Total inspections	0	0
Violations	0	0
Violations resolved	0	0

d. House Number Violations

	Month	YTD
Violations reported	3	17
Actual violations	3	13
First letter sent	0	0
Violations abated	3	16
Summons issued	0	0
Door hangers posted	3	19
Active violations	0	0

e. Other

	Month	YTD
Total inspections	2	28
Violations	2	16
Violations resolved	0	14

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	13	102
Violations	10	82
Violations resolved	0	72

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Zoning/ Property Maintenance complaints investigated:

g. Tall Grass

	Month	YTD
Total inspections	25	247
Violations	22	175
Violations resolved	8	159

h. Sign Ordinance

	Month	YTD
Total inspections	15	66
Violations	15	65
Violations resolved	0	49

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	10	103
2. New Construction Inspections	175	1,144
3. Permits for New Residences	0	3
4. Estimated Cost for Permits for New Residences	\$0	\$193,000
5. Additions	12	76
6. Demolitions	0	4
7. Permits for Commercial Construction	3	39
8. Estimated Cost for Commercial Permits	\$34,500	\$1,654,619
9. Plumbing Permits Issued	11	91
10. Electrical Permits Issued	17	96
11. Mechanical Permits Issued	5	37
12. Swimming Pool Permits Issued	1	6
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	0	28
15. Court Cases	0	1

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,672 calls for service during July, and we responded to 3,876 calls for service this month last year (a 5 % decrease).
- ✓ There is no doubt that the temperatures kept a lot of people inside, which may account for a reduction in overall calls for service and crimes reported. That being said, the Police Department began the month with a very nice Fourth of July celebration, receiving overwhelming support from our volunteers who aided us in reducing our expenditures for the new budget year.
- ✓ As many know, the Police Department is in a state of transition and is pleased to report all of their changes have been completed. They have submitted their **2009 Annual Report**, they have reorganized their working space within the department and they have made lateral transfers within the Investigations Division. Progress has also been made toward their goal of agency accreditation.
- ✓ The Police Department owes a big “thanks” to their partners in Recreation and Parks. Without the assistance of their employees, we could not have moved the offices, furniture and equipment around the organization. The Police Department’s goal of more efficient use of much needed space has started with this move. Investigations, Street Crimes Unit (SCU) and Records personnel are all very pleased. They also want to congratulate our two newest detectives—Thad Johnson and Mike Kelley. These two officers’ work ethic and ability made it an easy choice when we reorganized the division. Lt. William Anspach has really taken accreditation to task and administration has approved twenty-eight policies toward the process.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ During the month of July, the Police Department conducted a very successful traffic checkpoint. Under the command of Sgt. Val Eiler, they checked over 1,300 vehicles and issued 90 traffic summonses for various violations. New Officer Greer Fullerton continues to progress on field training. Their administrative staff interviewed certified police applicants for their one opening and recommended one to proceed into the background phase.
- ✓ As far as statistics for the month of July, police officers tallied 216 criminal arrests, 31 DUI arrests, and 37 drug arrests; issued 899 traffic summonses; made 1,528 traffic stops; and investigated 94 traffic crashes. In addition, they issued 48 parking citations, 30 false alarm citations, and 59 field interview reports. The **Records Division** processed 210 incident reports, 20 Animal Control reports, and 696 pawned properties.
- ✓ A variety of activities this month occurred within the **Law Enforcement Services Bureau**. Some of the activities are as follows:
 - Captain Newsome and Sgt. Ruxer did an exceptional job organizing and helping with the City auction. The Police Chief received great comments from Purchasing.
 - Lt. William Anspach visited two accredited agencies—New Kent County Sheriff's Office and Christiansburg Police Department regarding their policy process and procedures.
 - Sgt. Ruxer represented the department at the LInX meeting in Hampton Roads.
 - John Ingram has begun his college internship with the department.
 - Captain Newsome administered the Police Department's entrance exam to several certified candidates.
 - Officer Sophie Benkendorf conducted a bike rodeo with other City staffers.
 - Sgt. Rob Ruxer participated in the TRIAD meeting where we did a canine demonstration for the seniors.
 - Sgt. Robert Ruxer completed financial reports on the Federal Highway Safety Grant, the Byrne Memorial Equipment Grant and the Local Law Enforcement Block Grant.
- ✓ Some of the highlights from our **Investigations Division** and **Street Crimes Unit** are as follows:
 - Sgt. Stephanie Early has taken command of our Investigations Division, which now consists of Stephanie, Senior Det. William Moore, Det. Thad Johnson and Det. Michael Kelley. Sgt. Early has initiated several audits and permit checks of businesses that deal with precious metals and gems. New procedures are to be put in place as a result of this effort.
 - Prior to Sr. Detective Chris Wulff's reassignment back into Patrol, he was assigned five (5) new cases this past month. He worked a home invasion, where narcotics were suspected of being stored, as well as an embezzlement of cell phones where the employee was placing the phones on Craigslist for sale.
 - Sr. Detective Bill Moore has been assigned six (6) new cases this past month as well. They include a burglary where an attempt was made to remove a large home safe from the property, a reported armed robbery at Wawa parking lot that was reported days after the occurrence, as well as working with the FBI on a three million dollar real estate scam involving several title companies throughout the United States.
 - Sgt. Stephen Kolev has taken command of our Street Crimes Unit, which consists of Steve, Officer Wayne Moody, Officer Travis Karr and Officer Roger Santini.

III. POLICE DEPARTMENT (CONTINUED):

- The Street Crimes Unit, acting on an initial Crime Solvers tip, obtained a search warrant for an address in the 1100 block of Lakeview Avenue. The homeowner was arrested for distribution of marijuana and possession of cocaine.
 - Several trash pulls were conducted over the past month in order to obtain further information and drug-related evidence.
 - SCU members are assisting detectives with the investigation into a reported home invasion.
 - SCU members have assisted both Petersburg and Dinwiddie with locating wanted persons as well as “knock-and-talk” investigations.
 - SCU members conducted several controlled buys for cocaine, marijuana and prescription narcotics.
 - SCU members conducted a “knock-and-talk” investigation in the 200 block of Cameron Avenue and ended up obtaining a search warrant, resulting in the confiscation of over \$800.00 in cash, a safe and two (2) televisions. The subject admitted to selling cocaine from his residence.
- ✓ We reported on an array of activities from the **Operations Division**. Some of these activities are as follows:
- Several detectives and administrative staff, along with City personnel, did a great job with our move. Teamwork was evident and appreciated.
 - Uniform patrol has transitioned from Tuesday to Monday traffic court.
 - The Police Department’s four-wheeler “Mule” was utilized throughout the month. Its use resulted in additional field interviews and arrests.
 - Patrol arrested a Courtland Drive resident for solicitation of prostitution and abduction.
 - Extra patrols were conducted at all of our schools, city parks and ball games.
 - Uniform patrol is assisting with the security of the courthouse while the air conditioner ducts are being cleaned.
 - Canine (K-9) handlers Sr. Officer Eric Allen and Officer Wayne Moody conducted 14 screens on vehicles, resulting in several arrests where drugs were located.
- ✓ Our **Animal Control** personnel impounded 54 animals during the month. A total of 19 dogs were returned to owners, with 13 dogs and 17 cats adopted out. Animal Control officers investigated 124 animal complaints, with no reported bites. Fourteen summonses were issued. Our personnel collected fees totaling \$645.00. During the month, the Police Department was assisted by Richmond Animal League with the placing of two (2) dogs in order to help with the crowding issue. We also had several cats that contracted a virus and we had to euthanize many of them due to this disease.
- ✓ Our **Auxiliary Police** officers contributed 292 volunteer hours of service during July. Some of the activities included the Fourth of July celebration, patrol ride-alongs, prisoner transports, baseball playoffs and field training.
- ✓ Our **Sentinels** volunteered 52 hours of service to our community during the month. Their activities included the Fourth of July activities, traffic check point and patrol duties.

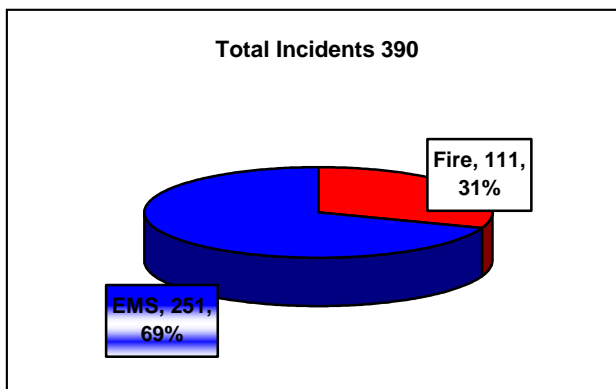
III. POLICE DEPARTMENT (CONTINUED):

- ✓ **Sr. Officer A. Renee' Walters** has been selected as our *Employee of the Month* for June, 2010. As a Senior Officer, Renee' has stepped up to the plate to provide mentorship to squad officers and assist supervisors. She is a team player who often goes out of her way to assist other officers with special projects and complicated tasks. It is not unusual to see Renee' assisting other officers with compiling paperwork and packaging evidence during lengthy arrests or investigations. Without being asked, she offers her assistance in the processing of daily paperwork and assures that all administrative tasks have been completed.

In addition, Sr. Officer Walters exhibits a willingness to work with other department members during special events such as Cops and Lobsters at Red Lobster and the Torch Run, both benefiting the Special Olympics. She well represents the department, bringing favorable attention to the department's efforts to be a part of the community. Renee's positive attitude is known throughout the department. For her kindness and thoughtfulness and mentorship, she was awarded a gift certificate to Buffalo Wild Wings Restaurant.

Crime	July 2009	July 2010	Percentage of Increase/Decrease
Aggravated Assaults	1	2	100%
All criminal arrests	272	216	-21%
Arson	1	0	-100%
Burglaries	9	2	-78%
Calls for services	3,876	3,672	-5%
DUI arrests	21	31	32%
Larceny	69	36	-48%
Motor Vehicle thefts	2	2	0%
Robberies	2	1	-100%
Shoplifting arrests	37	18	-51%
Simple Assaults	16	10	-38%
PART I (Serious) OFFENSES			
July 2010	Number Reported	Number Cleared	Percentage Cleared
	53	30	57%

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 111

Total EMS Patients: 251

(Total EMS incidents 255)

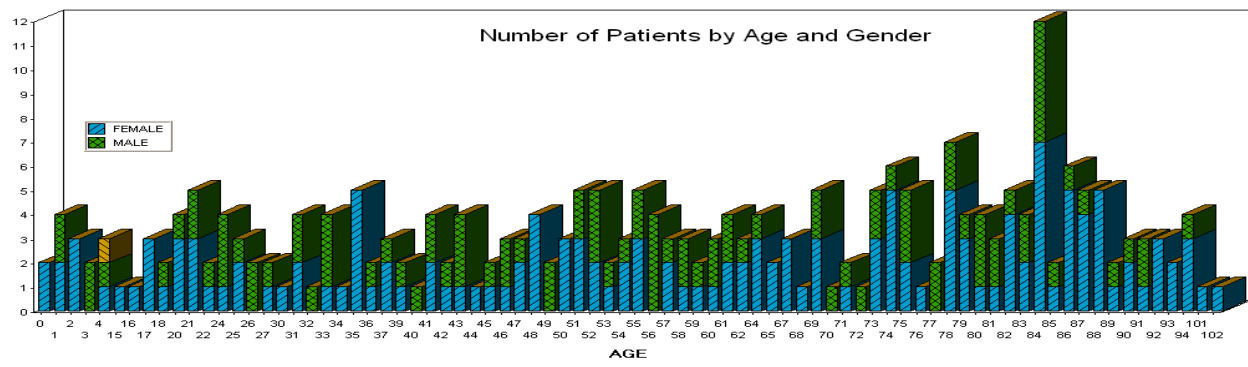
*Fire units arrived on scene in less than 7 minutes on 73% of emergency incidents.
(average response time is 5:59 minutes)*

*EMS units arrived on scene in less than 7 minutes on 78.4% of emergency incidents.
(average response time is 5:31 minutes)*

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Fire Division:					
<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Brush Fire	4	Electrical Problem	5	Good Intent Calls	37
Vehicle Fire	4	Other Hazardous conditions	3	Public Service	31
Building Fire	2	Gas Leak	2	Alarm Activation (no fire)	14
Outside Rubbish Fire	1	Breakdown of Light Ballast	1	Child Seat Installation	4
		Power Line Down	1	Lighting Strike – no fire	1
		Overheated Electrical Motor	1		
M/A to Chesterfield EMS First Responder	8	M/A received from Chesterfield Fire	1		
M/A to Chesterfield Fire	2	M/A received from Crater Regional Haz-Mat Team	1		
M/A to Prince George	1				

EMS Division:					
Abdominal pain	12	Fall	26	Overdose	3
Altered Mental Status	5	Headache	2	Pain	12
Assault	3	Heart Problem	5	Psychiatric Problems	5
Back Pain	6	Heat/Cold exposure	1	Sick Person	12
Breathing Problem	22	Hemorrhage/Laceration	2	Stabbing/Gunshot wound	1
Chest Pain	23	Ingestion/Poisoning	1	Stroke/CVA	6
Choking	1	Invalid Assist	1	Traffic Accident	18
Convulsions/Seizure	4	Medical Alarm	1	Traumatic Injury	11
Diabetic Problem	5	Medical Transport	1	Unconscious	19
Drowning	1	Other type EMS Calls	42		
M/A to Petersburg EMS	10	M/A received from Fort Lee	3		
M/A to Dinwiddie EMS	2				
M/A to Fort Lee	1				
M/A to Hopewell EMS	1				



Significant Incidents



June 16, 2010: Fire units responded to the intersection of Temple and I-95 for a vehicle fire. The fire caused significant damage to the engine compartment. There were no injuries reported.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

June 18, 2010: Fire units responded to a report of a deep sinkhole found on a walking path in a wooded area along Huntington Road. The hole was found to be extremely hazardous with a depth of over 20 feet and a large cavernous area under the ground. The walking path crossed directly over the cavern with only a few inches of soil separating the cavern from passing pedestrians walking on the soil above. The area was secured and Public Works responded to complete the repair.



- ☆ **June 19, 2010:** Fire units responded to Lyons Avenue for smoke in the residence. Arriving units found significant smoke coming from a malfunctioning dryer. The hazard was secured and the home was cleared of smoke. No injuries were reported.
- ☆ **June 19, 2010:** Units responded to 23 incidents in a 24 hours period.
- ☆ **June 23, 2010:** EMS units were requested by Southside Regional Medical Center for an emergency transfer to MCV of a 3 year old child who was a victim of a near drowning incident. Colonial Heights personnel were already at Southside Regional completing the transport of a citizen. The severity of the child's condition required immediate transport to a level-1 trauma center. The child is expected to survive.
- ☆ **June 26, 2010:** Fire units responded to the Appomattox River underneath the I-95 overpass for a report of a fisherman finding a vehicle in the water. Chesterfield's Dive team assisted with the location of the vehicle beneath the water line. The vehicle which is believed to have been in the water for many years was found to contain remains of a body. Due to the location of the vehicle, Chesterfield Police will be completing the investigation of the death.
- ☆ **June 27, 2010:** Fire units responded to Hamilton Avenue for a residential porch on fire. The fire was extinguished prior to unit arrival. Investigation by the Deputy Fire Marshal indicated the fire was started by an improperly discarded cigarette. No injuries were reported.
- ☆ **June 27, 2010:** Fire units responded to Lakeview Dam for a report of oil in the water. Crater Regional Hazardous Materials Team was activated to assist with identifying the material. Further testing by the team found the oil like sheen to be naturally occurring organic material. This is believed to have occurred from algae in the water. No further action was required.
- ☆ **June 27, 2010:** Fire units responded to I-95 for a vehicle fire. Units arrived to find a vehicle with heavy fire coming from the engine compartment. No injuries were reported.



June 27, 2010: Fire and EMS units responded to Archer Avenue to assist police with the rescue of an individual who had jumped in the river fleeing from police. The individual was removed from the water by police using the fire department boat and operator. The subject was not injured and remained in police custody.

- ☆ **June 28, 2010:** Fire units responded to Conduit Road for a lighting strike to a residence. The lightning tripped to circuit breakers and burned the control panel for the furnace. No injuries were reported.

July 1, 2010: Fire units responded to the Boulevard for a vehicle fire. The second vehicle in the picture sustained heat and smoke damage. There were no reports of injuries.



IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ **July 3, 2010:** Fire and EMS units responded to the Boulevard for a report of a building fire. The fire was contained to the decorative posts on the exterior of the building. The cause was determined to be an open cooking flame too close to combustibles on the structure.
- ☆ **July 4, 2010:** Fire units extinguished a brush fire that was caused by the City Fireworks display. Extinguishing the fire would have required stopping the fireworks. The fire was monitored by department personnel during the fireworks, but it was determined to be small enough in size to allow the display to be completed prior to extinguishment.
- ☆ **July 6, 2010:** Fire units responded to Bent Oaks Drive for smoke in a residence. The smoke was determined to be coming from burned wiring behind the stove. There were no reports of injuries.
- ☆ **July 7, 2010:** Fire units responded to the Boulevard for a sprinkler system that activated from the extreme outside heat. The water flow was limited to a dumpster area. There were no injuries reported.



July 7, 2010: Fire units responded to Hamilton Avenue for a tree fallen on a house. While the tree was significant in size, there was minimal damage to the structure. No injuries were reported.

- ☆ **July 9, 2010:** Fire and EMS units responded to I-95 for a motor vehicle collision with multiple patients. 3 Patients were transported. All are expected to survive their injuries.

Training Division



The training division is continuing a two month process of training all department members on the use of emergency escape packs purchased by our volunteer members. These are self-rescue devices to be used as a last resort if a firefighter becomes trapped in an upper floor of a building. Each pack includes a specially designed rescue belt along with descending equipment that can be used when escaping from residential or multi story commercial buildings.

The department is continuing the process of completing mandatory upgrades to our EMS reporting systems. This process involves manual re-entry of over 1,500 EMS call sheets into the new Firehouse software. Once this process is complete we will be moving forward with the next phase of electronic EMS patient care reporting. Pictured to the right is FF Kyle Papelino updating our Mobile Data Terminals for use in the field.



IV. FIRE & EMS DEPARTMENT (CONTINUED):

Total Personnel Hours Training for Month: **490 Hours**

Description of training	Hours
ALS Coordinator Certification	8
DPO Quint Pump Operations	16
DPO Squirt Pump Operations	6
Escape Pack Training	125.5
Firefighter 1&2 Train-the-Trainer	24
Firearms Qualification Class	3
Haz-Mat Detection and Monitoring	3
Inspections Class In-Service	6
IS-100 Introduction to Incident Command	4
IS-701 Multi Agency Coordination System	8
IS-702 Public Information Systems	8
IS-703 NIMS Resource Management	4
IS-704 NIMS Communication and info mgt	88
IS-706 NIMS Intrastate Mutual Aid	4
IS-800 National Response Framework	68
Miscellaneous Continuing Education	103
Miscellaneous Pump Operations	2
NFPA 1403 Awareness	4
Safety	5.25



- Congratulations to Firefighter/Paramedic Kevin Smith and Volunteer FF/Paramedic Dusty Anderson who have been selected for a 3 year rotation as backup medics for the Med-Flight-1 Program. Both of these individuals will work one 24 hour shift per month as a flight medic on Med-Flight-1.
- Thank You to Lieutenant/Paramedic Bobby King and FF/Paramedic Charles Wallace for their service as they complete their 3 year rotation with Med-Flight-1. Currently we have had 6 personnel from our organization gain flight experience from this program. The training and experience our providers bring back to our citizens is priceless.

Deputy Fire Marshal's Office

Fire Inspections	20
Fire Investigations	7
Plans Reviewed	0

- ✓ After previous inspection and notice of violation a summons was issued for a local restaurant for failure to have their hood fire suppression system inspected.

- ✓ All Fireworks vendor stands were inspected and monitored. No violations were noted.
- ✓ Two swim clubs were inspected with several violations noted.
- ✓ Three day care centers were inspected. All 3 had minor violations that needed to be corrected.
- ✓ The allowed occupancy load was recalculated for a local restaurant that had relocated its bar, band, and dance floor into the main building.
- ✓ Two 3rd party fire sprinkler inspection reports were followed up on. Noticed of violation were issued to correct the sprinkler issues along with other violations that were noted.
- ✓ Several businesses were issued notices to submit the fire sprinkler reports
- ✓ The city fireworks display was inspected throughout the day on July 4th to ensure all safety standards were met
- ✓ An investigation was completed for a structure fire on Hamilton Avenue. The investigation showed the fire to have been caused by a discarded cigarette in a planter
- ✓ The Deputy Fire Marshal located a wanted fugitive from Prince George. The individual was arrested and transported to Prince George police.
- ✓ An investigation was completed for a fire at a Motel on the Boulevard. The fire was found to have been caused by a charcoal grill. The fire caused damage to some nearby combustibles and a decorative wooden post attached to the building. The occupant was charged with violation of the fire code.
- ✓ During the July 4th weekend the Deputy Fire Marshal charged 2 adults and 1 juvenile with illegal fireworks.
- ✓ The investigation of a structure fire on Moormon Avenue is continuing.
- ✓ Lt. Boisseau and Lt. Albert both renewed their firearms qualification for their role as fire investigators with the department.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



While checking a fireworks vendor, a citizen reported that the firework he bought had exploded. The vendor turned the firework over to the Deputy Fire Marshal who then filed a report with the Consumer Product Safety Commission. An investigator with Consumer Product Safety Commission has retrieved the firework for further investigation with the manufacturer.

Volunteers

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,145** hours during the month. This is equivalent to 1.59 FTE (full time employees). The Volunteers participation in staffing as well as many other responsibilities continues to save the city significant tax dollars.
- ✓ The Volunteer membership has appropriated \$900 to purchase a commercial grade shedder for Fire Administration. Significant amounts of confidential medical documents must be destroyed each year. This purchase will greatly increase the efficiency of that process.



The volunteers continue to train on the 1st and 3rd Thursday evening of each month. This picture shows one of our volunteer members Christy Whitted conducting training about the Medical College of Virginia. Christy is a full time employee of MCV.

Emergency Management Division

- ✓ The Emergency Management Division is currently working with Urban Area Security Initiative (UASI) consultants on the feasibility of retrofitting generator hookups for three (3) public facilities for use as additional shelter facilities. Currently the Middle School is the primary designated shelter for our citizens in the event of a disaster. That facility already has a permanently mounted generator. The proposed additional facilities would only have hookup capabilities. Generators would be acquired for use only if the facilities were activated. This feasibility study as well as any construction costs for all localities would be fully funded through UASI.



Under the UASI (Urban Area Security Initiative) grant the Tri-Cities were awarded \$15,000 to be used for a Citizen Survivor Day event. The Tri-Cities is developing the pilot program for the Survivor Day that other localities may copy. Survivor Day will be a large event with multiple citizen preparedness training opportunities. Participants completing the training will receive a citizen preparedness gift appropriate for use to prepare themselves and their family for potential disasters. This program is currently in development and is expected to take place in the early fall of 2010.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



(AIREX 2010) On July 10, 2010, Richmond International Airport along with Richmond area fire, EMS and emergency management personnel conducted an exercise simulating an aircraft crash at RIC. The airport is required to conduct an exercise every three years. The scenario was a CRJ 700 that lands on the runway, loses control and veers off striking a Cessna 182 at the hold line. The two aircraft exploded into flames. The passengers were triaged with a final count of 13 red (critical), 18 yellow (serious), 26 green (minor) and 4 black (dead) patients identified. The Airport's Emergency Operations Center and a Friends and Family center were also activated for the exercise. Six Colonial Heights CERT members participated in the exercise as victims. One advanced life support ambulance crew and the training Lieutenant from Colonial Heights Fire and EMS also participated. Two personnel from the City's Emergency Management division observed the portion of the exercise that took place in the Airport's Emergency Operations Center (EOC).

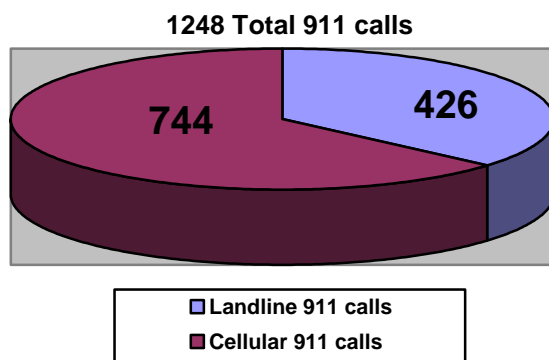
- ✓ Colonial Heights Emergency Management continues to work with the subcommittee for the HSEEP (Homeland Security Exercise and Evaluation Program). The committee is working towards a workshop to develop a regional plan to manage the potential incoming evacuees during an evacuation from the Hampton Roads area. While participation in HSEEP is mandated to be eligible for many grant funds, it is a great program to develop and evaluate emergency preparedness plans to protect our community and its guests. The exercise is currently scheduled for September 28, 2010 at the Petersburg train station.



Planning has begun for the next CERT (community emergency response team) class. The next full CERT class is scheduled for September 13th through October 6, 2010.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Communications Division



Total phone calls processed:	9,058
Total 911 Calls processed:	1,170
Landline 911	426
Cellular 911	744
Total calls requiring service:	4,122
911 Hang-up calls:	148
(Requiring follow-up to check welfare)	
Criminal Warrants processed:	248

Other Points of Interest



Earlier this year the department applied for a grant through the Department of Forestry to install dry hydrants in three locations in the City. The department has received a letter stating that the City was approved for a dry hydrant at Roslyn Landing Park. Unlike a standard hydrant where the water is under pressure, a dry hydrant uses a pre-pipe system installed in an established water supply. When installed, the fire department will be able to quickly establish a water supply by pulling or drafting water from the Appomattox River.

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	297
Payroll Checks	673
Other	97
Total	<u>1,067</u>
- Five (5) alarm citations were processed during July.
- External Auditors have come in and completed preliminary audit procedures and will return in October for main audit function.
- **Auditing** – Normal financial reviews, account payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. This position also covered for Accounts Payable and Utility Billing Office when required.
- **Purchasing** - 411 total purchase orders were completed with 322 being processed by the purchasing and 89 departmental purchases being reviewed as compared to 409 being completed for the same period in 2009. In addition 157 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - Invitation # 10-081102-969 – Annual Contract for Gasoline & Diesel – Sealed bid was issued on July 22, with a bid opening date of August 9.
 - Invitation #10-052102-967 – Professional Engineering Services for Inspection of Elevated Water Tanks, was issued on May 7 2010, with proposals opened on May 21. Two proposals were reviewed by the Engineering Department, and a vendor was chosen. Scope of work, with pricing has been received, and is being reviewed.
 - Invitation # 10-060302-964 – Colonial Heights Courthouse Mechanical Repairs, Duct Cleaning and Mold Remediation. Work has started on this project, and is expected to be completed by October 1 2010.

V. FINANCE DEPARTMENT (CONTINUED):

- Invitation #10-02173-962 – Commercial Real Estate Brokerage Service – Contract is being reviewed by the City Attorney's Office.
- Invitation #10-061802-968 – CDBG Program Implementation. Proposal was issued on June 4, with an opening date of June 18. Proposal meetings were held in July. A vendor has been chosen, and a contract is written.
- **Other Purchasing Activity:**
 - The City Auction was held on Wednesday, July 28. Proceeds from the auction were \$24,291. This auction was a success, due to the hard work of the Procurement Specialist, Judi Witt.
 - New Fiscal Year blanket orders for all departments were issued during the month.
 - Emergency purchase order issued to rebuild the sewer pump at the C & B pump Station.
 - Negotiations are proceeding with a new copier, to be leased, for Circuit Court.
 - Purchasing record retention was reviewed during the month, with old files being destroyed.
 - Meeting was held with Nextel, to discuss the City's cell phone plan contract. It is possible the City may be able to save an addition 17% on what we are now paying.
 - The contract for salt, for snow removal, was renewed during the month. The vendor held their prices for another year.
- **Risk –**
 - **Property Claims:**
 - The guard rail on Ellerslie Avenue was struck. City crews will do the repair, estimated to be \$500.
 - The Parks and Recreation metal maintenance building was struck by a hit and run driver. Staff will review to see if the damage can be hammered out.
- **Utility Billing – During July:**
 - Bi-monthly Utility Bills Sent – 3,653
 - Delinquent Notices Sent – 646
 - Delinquent Notices Percentage – 18.8%
 - Services cut off for nonpayment on June 14th was 122.
- **Work orders for July 2010:**
 - Leaks – 2
 - New Accounts – 80
 - Terminations – 86
 - Extensions – 67
 - Clean – 4
 - Emergency Cut Off – 1
 - Pulled – 2

Utility Billing Generated: State Setoff Collections July - \$221.17.

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
City Attorney's Office	Legal Assistant

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- **Applications & Testing**

Total applications received for the following position recruitments:

Library Assistant (Part-time)	104
Transportation Coordinator (Promotional)	8
Utility Heavy Equipment Operator (Promotional)	4

- **Training**

All City employees must complete the Emergency Management Institute on-line training course (IS-704) by August 31, 2010, which is required by FEMA.

- **Miscellaneous**

The following employee orientation and exit interview sessions were held in July 2010:

Orientation

DeAnna Atkins – City Clerk
Thomas Gates – Recreation Specialist II

Exit Interview

William Blowe – Recreation Specialist II
Tamara Draper – Legal Assistant

- **Workers Compensation**

The following workers' compensation report was filed during the month of July 2010:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
07-19-10	Fire	Left ring finger injured during PT.
07-20-10	Recreation	Struck in the right hip by child's knee causing pain and bruise.
07-21-10	Recreation	Pulled upper right leg muscle while playing ball in summer program.
07-31-10	Office on Youth	Allergic reaction to bee sting.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 48,743 visits in the month of July with 85,065 page views, including 3,585 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Purchasing RFPs, Real Estate Assessment Search, and 4th of July Fireworks. On the City's Intranet, a new site was added for the Recreation & Parks Department.
- ☆ Citizens submitted and city staff processed 353 service requests and questions through the "Citizens Action Center" online during the month of July. The FAQs were viewed 317 times during this same period. July's City e-News was distributed via email to 4,742 customers. The City of Colonial Heights' Facebook Page now has 1,550 fans.
- ☆ The network infrastructure at the Community Building and the Utilities Building was upgraded in July and those offices were joined to the City's Wide Area Network through VPN technology.

VIII. LIBRARY:

- ☆ The library staff circulated 27,994 titles in July.
- ☆ The public computer center was used 2,151 times.
- ☆ 626 children participated in the Summer Reading Program.
- ☆ 272 residents registered for new library cards, and an average of 742 residents used the library each day.
- ☆ The library's meeting rooms were used 88 times.
- ☆ 3,509 residents visited the Colonial Heights Virtual Library to retrieve 249 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation Activities	2010	2009
Athletics		
Adult Summer Softball (Teams)	24	27
Basketball Camp	66	102
Cheerleader Registration	63	71
Football Registration	119	147
Optima Health Girls Basketball	11	n/a
Tennis Lessons	46	43
Volleyball Camp	n/a-gym unavailable	28
Activities/Programs		
High Octane Teens	11	n/a
July 4th Festivities	5,000	5,000
Playground Program	150	202
POWER	6	n/a
Summer Splash	118	418
Swimming Lessons	17	16
Tot Program	18	24
Tuesday Teens	31	36
Trip-New York	41	n/a
Youth Archery	5	1
Instructor Based Classes		
Belly Dancing	17	26
Karate	23	12
Tae Box	11	16
Youth Spanish Lessons	n/a	2
Youth Teen Hip Hop Dancing	n/a	5
Facility Usage		
Community Building Attendance	1,045	639
Community Building Reservations	24	14
Pavilion Attendance	2,935	1988
Pavilion Reservations	52	38
Skateboard Park	73	140
Teen Center Attendance-CHHS Students	216	84
Teen Center Attendance-CHMS Students	324	98

Teen Center Peak Hours of Attendance (Monday thru Thursday) - 4:00 p.m. to 8:00 p.m.

Teen Center Peak Hours of Attendance (Friday and Saturday) - 5:00 p.m. to 8:00 p.m.

Teen Center Peak Hours of Attendance (Sunday) - 2:00 p.m. to 4:00 p.m.

Senior Citizen Center		
Activities	2010	2009
AARP	0	0
Bingo in Center	48	72
Bowling	144	180
Bridge-Party	92	96
Bridge-Tournament	112	n/a
Class-Bob Ross Painting Class	4	6
Class-Computers	21	n/a

IX. RECREATION & PARKS (CONTINUED):**Senior Citizen Center****Activities**

	<u>2010</u>	<u>2009</u>
Class-Crochet & Knitting	32	40
Class-First Street Product Information	15	n/a
Class-Kay's Oil Painting Class	n/a	44
Class-Line Dance Class	32	18
Class-Mary Carole Paint Workshop	121	n/a
Class-Painters Group	36	38
Class-Slash of Color Painting	14	n/a
Class-Tap Class Advance	62	47
Class-Tap Class Beginners	34	n/a
Class-Tap Dance Intermediate	76	66
Class-Watercolor Painting	13	16
Fitness-Floor Exercises	200	122
Fitness-Sit Down Exercises	282	339
Fitness-Strength Training Class	195	245
Fitness-Tai Chi	31	26
Fitness-Yoga	149	100
Fitness-Zoomer Boomer Exercise	292	311
Golf at Prince George	488	472
Movies	0	9
Senior Citizen Advisory Board	12	10
Senior Citizen Dance	96	n/a
Senior Club Meeting	178	204
Sing A-Long	42	52
Sing-a-long CH Health Care Center	11	12
Triad Meeting	50	5
Trip-American Music Trip	n/a	36
Trip-Driving Miss Daisy	n/a	24
Trip-Virginia Museum	n/a	12
Trip-Outwest Trip Meeting	40	n/a
Trip-Miss hampton Cruise	36	n/a
Total	2774	2602

Meals

Bags	5	50
Breakfast Meals	25	100
Home Del Meals	25	100
Total	55	250

Donations	\$15.00	\$65.00
-----------	---------	---------

Transportation

Total Miles	3186	5434
Total Passengers	446	588
Wheelchairs	35	31
Volunteer Hours	18	22

Donations	\$116.00	\$118.40
-----------	----------	----------

Violet Bank Museum

	<u>2010</u>	<u>2009</u>
Attendance	819	566

IX. RECREATION & PARKS (CONTINUED):

Violet Bank Museum (continued)

- ☆ Shown attendance total includes 294 daily visitors, 425 Headquarters Day Weekend visitors, and 100 outreach visitors.
- ☆ New roof project completed.
- ☆ Completing new exhibit mount.

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, Ft Clifton Park as needed.
- ☆ Cleaned restrooms as needed at all parks and ball fields.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Pick up trash and empty trash cans around all ball fields and soccer fields as needed.
- ☆ Nail drag and mat drag all softball and baseball fields as needed for practice and games.
- ☆ Line baseball and softball fields for games and tournaments as needed.
- ☆ Performed preventative maintenance on paint machine, Z-Master lawn mowers, Kubota lawn mower and on reel mower.
- ☆ Cut grass at Violet Museum, Lakeview 1 & 2, Soccer Complex, Floral Ave Park, Church, Edinborough Park, White Bank, Ft Clifton, Floral M Hill Park, Shufford Ave, Wakefield Park, Bristol/Conduit, Blvd/Battery Place, Marvin/Battery Place, Old Shop, War Memorial, School Board, Animal Shelter, Community Center, Shepherd Stadium, A Field, B Field, Civic Field, behind Stadium wall, Public Safety Building, City Hall, Health Dept, Fire Station #2, and Library as needed.
- ☆ Lowered and raised US, State, and City flags as needed.
- ☆ Repair warm up and field pitching mound at High School baseball, B field, Shepherd Stadium and A field.
- ☆ Cleaned out bleachers in Shepherd Stadium for games as needed.
- ☆ Installed 2 pitching rubbers, temporary mound and temporary fence in Stadium for Night of Champions.
- ☆ Painted outfield fence in Stadium.
- ☆ Repaired gates on left field fence in Stadium.
- ☆ Scraped and painted block wall in Stadium. (Outfield and behind home plate.)
- ☆ Installed bench along walking trail at Roslyn Park. Installed 6 x 6 timbers around bench and filled with Fibar.
- ☆ Wash out dug outs in Shepherd Stadium as needed.
- ☆ Repaired holes in bathroom stalls and removed graffiti at White Bank Park.
- ☆ Set up and run water cannon at Soccer Complex as needed.
- ☆ Replaced burned out spot light bulb shining on Lakeview Park flagpole.
- ☆ Hung TV mount and TV in squad room of Public Safety Building.
- ☆ Remodeled Detectives room and Records room in Public Safety Building. Moved furniture out of and into both rooms.
- ☆ Repaired damaged wall in Community Center building.
- ☆ Installed bench on pier at Ft Clifton. Old bench was stolen. Repaired broken hand rail on pier.
- ☆ Installed three wall mount folding tables and four brochure racks in Recreation Office.
- ☆ Laid out and painted practice soccer field at Tussing Elementary School.
- ☆ Laid out and painted field hockey field at High School for field hockey camp.
- ☆ Removed graffiti from playground equipment and sidewalk at Floral M Hill Park.
- ☆ Repaired and seeded goal mouths at Soccer Complex.
- ☆ Filled in open trench behind Health Department.
- ☆ Ordered lime and herbicide from Landscape Supply.
- ☆ Repaired water hydrant at White Bank Park.

IX. RECREATION & PARKS (CONTINUED):

- ☆ Replaced vandalized water hydrant at A-field.
- ☆ Removed regular pitchers mound in Stadium and built pitchers mound for BIB Tournament.
- ☆ Edge base paths for BIB Tournament.
- ☆ Installed fence guard on top of Civic Field fence and B-Field fence.
- ☆ Repaint handicap parking spots at White Bank Park.
- ☆ Pulled nails and installed wood screws on boards pulling up at Roslyn Landing Park pier.

X. OFFICE ON YOUTH & HUMAN SERVICES:

- **YAC Activities**
 - Monthly meeting canceled because of the July 4th holiday
 - 5 members provided lunch for a Tri-Cities Work Camp Crew
 - 2 members and advisor distributed “Lemon Aid Kits”
 - 6 members worked “Lemon Aid Stand” fundraiser for Children’s Miracle Network
- **Kids’ After-School Program**
 - No KAP Program during summer months
- **Substance Abuse Prevention Activities**
 - 20 youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license
 - 4 students, 4 youth leaders, CADRE sponsor, and YAC sponsor attended YADAPP conference at Longwood University
- **Youth Services Commission**
 - Members met for their regular meeting
- **Ongoing Monthly Meetings/Trainings**
 - Regional & Drug Free Alliance Meeting
 - Underage Drinking Task Force, Parent Pod Subcommittee
 - Systems of Care Outcomes Group Meeting
 - Toastmasters International
 - CCOVA Meeting

Diversion Program Participation:

- **Parenting**
 - 4 families completed classes for “Parenting With Love & Limits”
- **Community Service**
 - 29 youth completed 292 hours of Service Learning
- **Shoplifting Diversion**
 - 30 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**
 - 6 youth completed Anger Management Classes
- **Substance Abuse Education**
 - No youth participated in Substance Abuse Education Classes
- **Shoe Fund**
 - Shoe vouchers were given to 3 families to purchase shoes for 7 children
- **Youth Conservation Program – Pocahontas State Park**
 - 6 youth and 1 from Colonial Heights are taking part in the 3 week program

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	84	\$12,866.95	2	\$ 137.00
2009	84	\$22,842.23	6	\$1,077.50

- ☆ Most of the repairs are normal maintenance issues. The sublet consist of an alignment on a medic unit and mirror replacement on a van.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- **Removed trash from the following sites:**

Boulevard, Temple Avenue at I-95, Courthouse, City Hall, and Fire Station # I.

- **Weeded, weedeated, cut grass and edged the following sites:**

Public Works Complex, Library, Arlington Avenue, War Memorial, Fire Station #2, Ashby Avenue, Courthouse, City Hall, Public Safety Building, Lynchburg Avenue, Temple Avenue at I-95, Marvin at Chesterfield Avenues, Boulevard, Royal Oak Avenue, Temple Avenue across from Courthouse, Hamilton Avenue, Around Pear Trees on Temple Avenue, Legacy Garden, Laurel Parkway, White Bank Park, Temple Avenue at Entrance Sign.

- Continue to check and water all sites daily.
- Removed old plants at Temple Avenue and I-95.

- **Sprayed the following sites:**

Temple Avenue across from the Courthouse, Temple Avenue at I-95, Boulevard, Hamilton Avenue, Royal Oak Avenue, Public Works Complex, Lynchburg Avenue, Legacy Garden.

- Pruned Pear and Crepe Myrtle Trees on Temple Avenue.
- Trimmed hedges at City Hall

- **Planted the following sites:**

Courthouse, Temple Avenue Entrance Sign, Legacy Garden, Library, Temple Avenue at I-95, Lynchburg Avenue, Boulevard in front of Rent-E-Equip.

Vegetation

Cut and trimmed grass at the following locations:

- | | |
|------------------------------|---------------------------------------|
| • Chesterfield Avenue | • Marvin Avenue |
| • Cedar Lane | • Roslyn road |
| • Conduit Road | • Archer Avenue |
| • Spring at Brookedge Drives | • Crestwood Avenue |
| • Yacht Basin Drive | • White Bank Road |
| • Moose Lane | • Biltmore Drive |
| • Boulevard | • Dunlop Farms Boulevard |
| • Bluff Drive | • Bluff Court |
| • Bluff Terrance | • Springdale Avenue at Sherwood Drive |
| • Lakeview Avenue | • Woodlawn Avenue |
| • Sadler Avenue | • Public Works Complex |
| • Meridian Avenue | • Field behind Vo-Tech |
| • Dupuy Avenue | • Ellerslie Avenue |

Sprayed for weeds, high grass at the following locations:

- | | |
|---------------|---|
| • Roslyn Road | • 301 Charles Dimmock Pkwy Animal Shelter |
|---------------|---|

Trimmed limbs at the following locations:

- | | |
|----------------------------------|------------------------------------|
| • Old Town Drive at Compton Road | • Newcastle Drive behind BB&T Bank |
| • Dead end of Newcastle Drive | • Temple Avenue |
| • Sancho Alley | • Hamilton at Westover Avenues |

Removed storm damage the following locations:

- | | |
|--------------------|----------------------|
| • 1108 Jett Avenue | • 3002 Boulevard |
| • 802 Keswick Road | • 116 Carroll Avenue |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Picked up litter at the following locations:

- Temple Avenue
- Hamilton at Prince Albert Avenues
- 111 Lynchburg Avenue
- Boulevard
- Animal Shelter
- Archer Avenue
- Conduit Road
- North Temple Avenue at Ridge Road
- 115 Lee Avenue
- 923 Yorkshire Road
- Ellerslie Avenue
- Charles Dimmock Parkway
- Dupuy Avenue

Other

- Responded to miscellaneous request concerning dead trees/limbs, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- Removed a tree from Old Town Creek across from 814 Old Town Drive
- Assisted Fire Department cleaning an oil spill on Boulevard from Branders Bridge Road to Roanoke Avenue.
- Placed deodorizer in storm sewer behind 608 Ryan Avenue
- Welcome new Concrete Technician Jamie Scoot.
- Graded and placed gravel on Bruce Avenue Alley.
- Removed a tree from street at 1367 Whitehall Drive.
- Cleaned graffiti from sidewalk on Floral Avenue.

Stormwater and Drainage

Placed gravel/topsoil in sinkholes at the following locations:

- 263 Kennon Point Drive
- 2548 Bent Oak Drive

Concrete Curb and Gutter, and Sidewalk restorations at the following locations:

- 907 Jamestown Road – 5' Curb and Gutter
- 203 Richmond Avenue – 77' Curb and Gutter
- 217 Richmond Avenue – 18' Sidewalk
- 4807 Conduit Road – 30' Curb and Gutter
- 108 Stratford Drive – 50 Curb and Gutter

Repaired storm sewer, catch basins and drop inlets at the following locations:

- Hamilton Avenue
- East Westover Avenue
- 506-512 Eastwind Court
- Charlotte Avenue

Stormwater crew cleaned eight (8) catch basins throughout the City.

Removed debris from gutters, storm drains and drainage ditches at the following locations:

- Hamilton Avenue at Boulevard
- Snead at Ellis Avenues
- Kennon Point
- Dead end Appomattox Drive
- 313 Walnut Avenue
- PW Complex
- Gould Avenue

Solid Waste

Recycling

- 228 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (1) 40 cubic yard metal and (1) cardboard container for recycling.
- Removed 425 used oil/antifreeze.

Transportation

Streets

Placed Asphalt in potholes, low areas, driveways, alleys, curb and gutters, and utility cuts at the following locations:

- 200 Winston Avenue
- 1207 Pleasant Dale Avenue
- 221 Honeycreek Court
- 307 Windmere Drive
- 4800 Conduit Road
- 407 Fairmont Drive

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Fairfax Avenue
- Sherwood Drive at Brookhill Avenue
- 116 Marvin Avenue
- 100 Charlotte Avenue
- 101 Ashley Place
- West Westover at Cottage Grove
- Meridian Avenue at Maple Lane
- Alley between Bristol and Hamilton Avenues
- Temple Avenue at Boulevard
- 4807 Conduit Road
- 907 Jamestown Road
- 2523 White Oak Court
- 3125B Woodlawn Avenue
- 3117 Frederick Avenue
- 702 Keswick Road
- 212-218 Whites and Court
- Meridian at Plumtree Avenue
- 3000 Driftwood Drive
- 1013 Colonial Avenue
- 214 Honeycreek Court
- 108 Stratford Drive

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Replaced 1 LED traffic light.
 - Replaced 2 pedestrian crossing lights.
- Signs and Markings
 - Made and put up 7 new stop signs.
 - Made and put up 34 new high intensity street name signs.
 - Made and put up No Trespassing signs for Recreation Department.
 - Made and put up Zero Tolerance signs for the Police Department.
 - Made and put up signs for Violet Bank Heritage Days.
- Street Lighting
 - Installed 19 ornamental street light bulbs.
 - Replaced 3 ballast on ornamental street lights.
- Traffic Control
 - Responded to 3 after-hours call backs for traffic lights.
- Miscellaneous
 - Assisted with three (3) GovQA questions.
 - Have worked with Midasco for the last 9 days with Boulevard Coordination Project.
 - Put out barrels and cones for Police Department DUI check point.
 - Put out barricades and cones for block party.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 315 Joe Johnson Avenue
- 202 Hargrave Avenue
- 505 Spring Drive
- 915 Yorkshire Road

Install/repair sewer clean out or lateral and camera line at the following locations:

- 702 Keswick Avenue
- 216A Orange Avenue
- 904 Edinborough Drive
- 124 Sadler Avenue
- 216 Orange Avenue
- 203 Jefferson Avenue
- 907 Jamestown Road

Flushed sewer lines at the following locations:

- 101-113 Yew Avenue
- 201 Newcastle to Keith Drives
- 201 Danville to Pickwick Avenues
- 501-505 Springdale Avenue

Checked the following manholes "trouble spot" locations:

- Battery Place @ Plumtree Ave.
- 3209 Bermuda Ave.
- 102 Boykins Ave.
- Blvd. behind Pino's
- 617 Blvd.
- 231 Breezy Hill Dr.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- 410 Cameron Ave.
- Colonial Ave. @ Lafayette Ave.
- Eastman Ave.
- Greenleaf @ Fairlie Rd.
- Jackson Ave. @ Blvd.
- Jefferson Ave. @ Royal Oak Ave.
- Lakeside Dr.
- 1017 Lakewood Dr.
- 118 Lee Ave.
- Newcastle Dr.
- 220/306 Orange Ave.
- Parking lot of Pleasure Island
- Shuford Ave.
- Charles Ave. @ Atlantic Ave.
- Dale Ave.
- 921 @ 1020 Forestview Dr.
- Highland Ave.
- 204 Jefferson Ave.
- Lafayette Ave. @ Blvd.
- Lakeside Dr. @ Lakeview Ave.
- 100 Laurel Parkway
- 212 Maple Ave.
- 209 Nottingham Dr.
- Pickwick Alley
- 83 Sherwood Dr.
- Stuart Ave. @ Washington Ave.

Placed topsoil around cleanout at 3118 Dale Avenue.

Washed and placed deodorant in manholes at: 100 Laurel Parkway, 608 Ryan Avenue and 100 Highland Avenue.

Sprayed for sewer bugs at 608 Ryan Avenue.

Cleared debris from pumps and performed preventive maintenance at Main Pump Station.

Ordered new air filters for C&B and Sherwood Hills Pump Stations.

Removed grease deposits on all floats at Conjurers Neck Pump Station.

Placed 120V breaker back to normal position, moved receptacle, lights and battery charger breakers to 120V, because half panel was getting 220V due to Dominion Power error. Called Dominion Power, they switched phases and corrected problem. Installed new clasp and lock for wet well. Removed, ordered and replaced air filter in generator at Hrouda Pump Station.

Checked, serviced and ran methane pump daily.

Water

Replaced water meters at the following locations:

- 206 Woodbridge Road
- 918 Yorkshire Road
- 215 Highland Avenue
- 424 Dupuy Avenue
- 151 Chesterfield Avenue
- 1128 Shuford Avenue
- 1118 Peace Cliff Court
- 202 Kennon Point Drive
- 115 Huntington Road
- 210 Royal Oak Avenue
- 109 Brookhill Court
- 2104 Boulevard
- 316 Conduit Road
- 106 Essex Road

Repaired water service line or main line, at the following location:

- 919 Williamsburg Road
- 3117 Frederick Avenue
- 626 Hamilton Avenue
- 109 Sherwood Drive
- 2523 White Oak Court
-

Replaced meter box top or raised meter for Utility Billing at the following locations:

- 2102 Boulevard
- 820 Floral Avenue
- 109 Brian Lane
- 212 Cloverhill Avenue
- 545 Roslyn Avenue
- 2201 Snead Avenue
- 622 Charles Avenue
- 100 Sherwood Drive
- 603 Forest View Drive
- 601 Pinehurst Avenue
- 1200 Wicker Drive

Backflow/Cross Connection Technician conducted 48 surveys, 26 completed and 22 incomplete.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Cleaned meter box for Utility Billing at the following locations:

- 206 James Avenue
- 516 Pinehurst Avenue
- 30 Dunlop Shopping Center
- 1202 Hermitage Road
- 121 Breezy Hill Drive
- 3700 Conduit Road

Pulled meter for Utility Billing at the following locations:

- 428 Dupuy Avenue
- 313 Moorman Avenue
- 119 Lee Avenue
- 113 Lee Avenue
- 115 Cameron Avenue
- 313 Moorman Avenue

Performed yard maintenance at the following location:

- 2701 Conduit Road

Replaced meter setter at 307 Fairfax Avenue.

Turned water off/on at the following locations: 133 Lakeside Drive, 1617 Boulevard and 820 Floral Avenue.

Aligned meter in box for Utility Billing at 816 Colonial Avenue.

Cut grass at Pump Stations, Water Towers, Appamatuck Park and other Utilities easements.

Responded to miscellaneous water request at the following locations: 407 Wilson Avenue, 313 Shade Tree Drive, 115 Huntington Road and 207 Heron Run Drive.

Collected routine weekly water samples , performed THM's and HAA's and sent to ARWA lab for testing. Performed bacterial sample and disinfected by products and sent to Richmond lab for testing.

Miss Utility locating required 183 man-hours for the month of July 2010.

Administration

- Attended regular Council Meeting.
- Out of office July 15 through July 26.
- Met with staff of Virginia State University and Chesterfield County to review and discuss billing for wastewater service provided to student village complex. Appears City has overbilled for unknown timeframe. VSU seeks correction/adjustment.
- Met with Lochner staff to review and confirm/adjust design of access, parking and circulation on commercial properties in the Boulevard Modernization corridor prior to public meeting on August 12.

William E. Johnson
Acting City Manager

cc: Department Heads
City Attorney
City Clerk